



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
TRANSPORTATION PLANNER/ANALYST III	38	B	7.720
TRANSPORTATION PLANNER/ANALYST II	36	B	7.729
TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

### SERIES CONCEPT

Transportation Planner/Analysts participate in transportation system analysis, planning, and research programs or projects and/or related functional areas as mandated by and within the guidelines of federal and State authorities.

Participate in the development of studies, reports, or a master plan concerning a specific transportation system utilizing state-of-the-art computerized systems and software; collect and analyze data, forecast trends and developments, and develop alternatives to achieve goals and identify available financing; monitor and adjust the plan to ensure timeliness, relevancy and accuracy in addressing current transportation issues.

Provide management oversight for consultant and service providers, and assistance to public and private entities in applying for federal funds; participate in selecting recipients and monitor recipient performance; review financial reports and conduct physical inspections of the operation/project to ensure compliance with program regulations and specifications.

Oversee the installation and/or operation of equipment that collects field data such as traffic speed, volume, system characteristics, and global positioning.

Conduct various transportation system, traffic engineering, and planning studies to facilitate movement of people and goods; compile and analyze data; prepare comprehensive reports and recommendations.

Coordinate and/or conduct training sessions for department staff regarding equipment usage and/or program procedures, goals and requirements.

Provide information to public and governmental agencies regarding transportation system related matters through correspondence, newsletters, published reports, public meetings, and a variety of public service announcements.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Transportation Planner/Analyst IV:** Under administrative direction, incumbents manage a research or planning division within the Department of Transportation by establishing program area policies and procedures, and developing and implementing the budget. Incumbents direct the activities of subordinate supervisors and planner/analysts in carrying out the administration of State and federally mandated programs.

**Transportation Planner/Analyst III:** Under general direction, incumbents perform the full range of duties described in the series concept. Positions at this level in the class series have full supervisory authority over two or more program areas and may assist in the development of program budgets.

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### CLASS CONCEPTS (cont'd)

**Transportation Planner/Analyst II:** Under direction, incumbents perform the full range of duties as described in the series concept. Incumbents may supervise lower level Transportation Planner/Analysts and support staff and/or have lead responsibility to oversee transportation system analysis, research or planning functions of an assigned program or work unit.

**Transportation Planner/Analyst I:** Under direction, incumbents conduct research and planning division activities according to a specific program's requirements. Incumbents report to a higher level planner/analyst and may supervise Transportation Technicians in the performance of work activities. This is the journey level in the series.

**Transportation Planner/Analyst Trainee:** Under direct supervision, incumbents receive training in the performance of all or part of the duties outlined in the series concept. This is the entry level in the series and incumbents may progress to the Transportation Planner/Analyst I class upon satisfactory completion of the probationary period, meeting the minimum requirements, and with the recommendation of the hiring authority.

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### MINIMUM QUALIFICATIONS

#### SPECIAL NOTES AND REQUIREMENTS:

- \* Qualifying experience may be substituted for the education required above the high school level on a year for year basis.

#### TRANSPORTATION PLANNER/ANALYST IV

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in civil engineering, statistics, economics or a related field and five years of professional experience managing specific transportation analysis, planning, or research programs; developing studies, reports and master plans; collecting and analyzing data; forecasting trends and developments; and developing alternatives to achieve goals and identify available financing, two years of which must have been in a supervisory capacity; **OR** two years of experience as a Transportation Planner/Analyst III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

Working knowledge of: federal Department of Transportation programs, policies and objectives; transportation planning techniques and procedures and related regulatory codes and ordinances; federal, State and local laws regarding the planning, funding, construction and operation of transportation systems; program budget preparation and implementation. Ability to: supervise professional staff in various transportation programs; develop work programs; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** federal laws, rules, statutes and regulations regarding transportation systems, analysis, research, and planning and federal fund administration. **Working knowledge of:** State budgetary process; principles and practices of personnel management; the department's Affirmative Action plan.

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## MINIMUM QUALIFICATIONS (cont'd)

### TRANSPORTATION PLANNER/ANALYST III

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in civil engineering, statistics, economics or a related field and three years of professional experience overseeing and conducting specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; and developing alternatives to achieve goals and identify available financing, including one year of experience in a lead capacity; **OR** one year of experience as a Transportation Planner/Analyst II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** principles and practices of transportation engineering; supervisory techniques and principles of training. **Ability to:** understand and utilize computer systems and software; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** federal, State and local laws related to transportation systems; development of work programs. **General knowledge of:** budget preparation and implementation. **Ability to:** manage two or more programs/projects concurrently.

### TRANSPORTATION PLANNER/ANALYST II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in civil engineering, economics, statistics or a related field and two years of professional experience conducting and participating in specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; and developing alternatives to achieve goals and identify available financing; **OR** one year of experience as a Transportation Planner/Analyst I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** financial management. **General knowledge of:** principles of training; conducting and overseeing transportation projects; development of a master plan. **Ability to:** develop recommendations for computer software and advanced technology systems; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** program regulations and specifications; project management techniques. **Ability to:** monitor service provider performance; delegate duties.

### TRANSPORTATION PLANNER/ANALYST I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a degree in civil engineering, economics, statistics or a related field and one year of professional experience conducting and participating in specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; and developing alternatives to achieve goals and identify available financing; **OR** one year of experience as a Transportation Planner/Analyst Trainee in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

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### MINIMUM QUALIFICATIONS (cont'd)

#### TRANSPORTATION PLANNER/ANALYST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** transportation system analysis, planning and research techniques and procedures; related regulatory codes and ordinances; principles and practices of traffic and transportation engineering.

**Ability to:** compose routine business correspondence and reports; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** installation and operation of data collection equipment; preparation and dissemination of transportation related information; transportation master plans. **Ability to:** review financial reports; oversee work of private contractors and consultants.

#### TRANSPORTATION PLANNER/ANALYST TRAINEE

\_\_\_\_ **EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a degree in civil engineering, economics, statistics or a related field; **OR** three years of experience collecting, compiling, and reviewing transportation data as a Transportation Technician II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** analysis, planning and research techniques and procedures; data collection and analysis; financial management practices and procedures. **Ability to:** input and retrieve computer information; use advanced data collection equipment and technology; make mathematical and statistical computations including addition, subtraction, multiplication, division, algebra and linear and non-linear regression analysis; communicate effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**General knowledge of:** transportation system analysis, planning and research techniques; regulatory codes and ordinances; principles and practices of traffic engineering.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.705</u>	<u>7.720</u>	<u>7.729</u>	<u>7.731</u>	<u>7.733</u>
ESTABLISHED:	8/02/83R	4/26/74	4/26/74	4/26/74	12/24/97UC
	4/13/84PC	7/01/93P	7/01/93P	3/27/75	
REVISED:	7/01/93P	9/24/92PC	9/24/92PC	7/01/93P	
	9/24/92PC			9/24/92PC	
REVISED:	12/24/97UC	12/24/97UC	12/24/97UC	12/24/97UC	